

Classification

CONTROL NO.

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)		2. TYPE OF REPORT	
Alpha Roster of all Contract Personnel		<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	<input checked="" type="checkbox"/> PERSONNEL	ADMIN. GENERAL OTHER (specify)	
	<input type="checkbox"/> LOGISTICS		
	<input type="checkbox"/> MEDICAL		
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)	
3	monthly	5	
7. FORMAT (memorandum, form, computer print-out, etc.)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
computer	<input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. 301A <input type="checkbox"/> NO		Ex. Dir-Compt memo, 24 Sept 1968
10. PREPARING COMPONENT (include lowest level contributing information to report)		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)	
CPD			

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR

B. COSTS OF COMPUTER PRODUCED REPORTS

OCS cost	.03 per page - 282	\$8.46	12	\$101.52
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TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Provide basic information required to manage and control Agency non-staff personnel. First report December 1968, Executive Director-Comptroller established requirement.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE			
<input type="checkbox"/> DISCONTINUE			

16. DATE OF INVENTORY	17. CONTROLLING INFORMATION	18. EXTENSION
9 October 1970	Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160067-7 Chief, Contract Personnel Division, Classification	